MWA NON-CITIZEN-WORKER PROCEDURES IN NON-BSL-3 ARS FACILITIES

Via e-mail through supervisory chain to Area Director, employee requests non-citizen, including students, to work in ARS space. EXCEPTION: "Request to Hire RSA Employee" Form suffices for RSA students.

> If Area Director approves non-citizen to work in ARS space, follow applicable block below.

STOP!

Citizens of Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria are not permitted to work in ARS facilities. NOTE: Citizens of these countries who are permanent residents of the U.S. must be cleared by ARS Homeland Security.

Hire ARS will hire noncitizen* and acquire

Step 1 - Submit completed ARS-230 to M. Bishop to initiate name trace. Step 2 - Wait for satisfactory completion of name trace. EXCEPTION: Non-citizen with permanent residence status does not need to undergo a name trace (but still must complete ARS-230). Step 3 – Upon satisfactory completion of name trace, submit SF-52 with required documentation to APA for obtaining AD signature and sending to HRD. Step 4 - Upon issuance

Step 4 - Upon issuance of tentative offer letter by HRD, H-1B or TN visa paperwork may be submitted to BCIS.
Step 5 - Upon receipt of visa paperwork from BCIS, noncitizen may work in ARS space.

* Must be from country from which can hire.

Sponsor Visa/Funded ARS will not hire noncitizen, but ARS will sponsor visa and provide support funding. Step 1 - Submit completed ARS-230 to M. Bishop to initiate name trace. Step 2 – Wait for satisfactory completion of name trace. Step 3 – Upon satisfactory completion of name trace, submit to M. Bishop a memo to FAS** requesting visa application and reimbursable agreement with completed and signed ARS-215. Step 4 - Upon receipt of visa paperwork and completed reimbursable agreement by FAS, noncitizen may work in ARS

space.

Sponsor Visa/Unfunded ARS will not hire and will not fund non-citizen, but ARS will sponsor visa

Step 1 - Submit completed ARS-230 to M. Bishop to initiate name trace. Step 2 - Wait for satisfactory completion of name trace. Step 3 - Upon satisfactory completion of name trace, submit to M. Bishop a memo to FAS** requesting visa application with completed and signed ARS-215 and ARS-214. Step 4 - Upon receipt of visa paperwork by FAS, non-citizen may work in

ARS space.

Non-USDA Sponsor of Visa/Funded

Non-citizen has a valid visa sponsored by a non-USDA source. ARS will not hire and will not sponsor visa, but will fund noncitizen.

Step 1 - Submit

completed ARS-230 to M. Bishop to initiate name trace. EXCEPTION: Noncitizen with permanent residence status does not need to undergo a name trace (but still must complete ARS-

Step 2 - While name trace is being conducted, submit to M. Bishop a memo to FAS** requesting a reimbursable agreement with completed and signed ARS-215. Step 3 - Upon completion of reimbursable agreement by FAS, non-citizen may work in ARS space if generally escorted

until name trace results

are received.

Non-USDA Sponsor of Visa/Unfunded (Worker Only)

Non-citizen has a valid visa sponsored by a non-USDA source. ARS will not hire, will not sponsor visa, and will not fund non-citizen.

Step 1 - Submit

completed ARS-230 to M. Bishop to initiate name trace. EXCEPTION: Noncitizen with permanent residence status does not need to undergo a name trace (but still must complete ARS-230).

Step 2 – While name trace is being conducted, non-citizen may work in ARS space if generally escorted until name trace results are received.

** FAS memo is through RL; CD; AD; and Michael D. Ruff, Director, ARS Office of Homeland Security, to Carol Kramer-LeBlanc, Director, RSED, ICD, FAS.

Abbreviations

APA = Area Personnel Assistant BCIS = Bureau of Citizenship and Immigration Services

BSL-3 = Biological Safety Level 3 FAS = Foreign Agriculture Service HRD = Human Resources Division